



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE RATE ANALYST

\$2,902 - \$4,363

RATE FILING BUREAU

LOS ANGELES

RESPONSIBILITIES: Under supervision of the Bureau Chief, the incumbent learns to prepare less difficult analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to the following: review and analyze less difficult rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; in coordination with team leader, effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and, other related duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to learn mathematical algorithms and statistical methods and procedures.
- Ability to analyze technical issues.
- Ability to communicate effectively, both oral and written.
- Ability to develop effective working relationships with all levels of staff.
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses.

WHO MAY APPLY: Applications will be accepted from current State employees at the Insurance Rate Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Insurance Rate Analyst #324-4441-LA2" on the State Application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: September 11, 2006 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD